

# Océ | User Manual

## **Océ PRISMAsatellite for ERP**

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Application guide

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# **Chapter 1**

## **Introduction**

# Introduction

## Introduction

Welcome to Océ PRISMA<sup>satellite</sup> for ERP. Océ PRISMA<sup>satellite</sup> for ERP Console gives you full control over your print jobs and printers. The user interface feature provides configurable window management and is highly customizable to your needs.

The online help of Océ PRISMA<sup>satellite</sup> for ERP Console provides all the necessary information about the interface and how to use the various options.

## Topics

This introduction chapter includes the following topics:

- the concept of Océ PRISMA<sup>satellite</sup> for ERP
- the users of the Océ PRISMA<sup>satellite</sup> for ERP interfaces
- the basics of Océ PRISMA<sup>satellite</sup> for ERP Console.

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# What is Océ PRISMA satellite for ERP

## Introduction

Océ PRISMA satellite for ERP is a sophisticated Output Management System. Océ PRISMA satellite for ERP enables you to connect a variety of computer systems to one or more Océ printers, as well as printers made by other manufacturers. Print jobs sent to Océ PRISMA satellite for ERP are recognized, and can be processed before they are sent to a printer. This processing may be necessary to send a print job to a certain printer, but it may also influence the way a print job is printed.

As a distributed Output Management System, Océ PRISMA satellite for ERP collects data from different host systems and can automatically handle the entire print process including data transformation and rendering to printers.

Jobs are accepted via an Input channel.

- BSD input channels accept data from legacy system using a LPR client.
- Office input channels accept jobs from windows applications.
- Océ PRISMA satellite for ERP is also accessible via a raw TCP/IP connection just like a printer.
- Files can also be dropped in a specified Hot folder. Océ PRISMA satellite for ERP will create jobs from every file found in that directory.

Océ PRISMA satellite for ERP, equipped with the interface software for SAP systems, is a perfect match for SAP systems. The SAP package allows you to submit and track print jobs from SAP systems to Océ PRISMA satellite for ERP servers.

Océ PRISMA satellite for ERP runs on:

- Windows XP Professional
- Windows 2000 Server
- Windows 2003 Server
- Windows 2008 server (32 bits)
- Windows 2003 server on VMware ESX Server3
- It can also run on a set of connected Windows 2000 / 2003 / 2008 systems.

Ease of management is provided with a single point of administration, as well as with a single view on the entire realm. The use of several systems makes Océ PRISMA satellite for ERP a scalable configuration. Different roles can be assigned to each host. One system can be dedicated to run an electronic-form application while another system can be dedicated to generate the printer output data. It also allows a higher availability of the total output management system. While one system is in for maintenance, the print service can continue on another system.

Apart from a printer device, you can also specify a fax, an E-mail output device or a Job store.

The fax output support is based on the RightFax server to take care of the actual delivery of faxes. Océ PRISMA<sup>satellite</sup> for ERP will deliver the output document to the RightFax server instead of to a physical printer. This is done at the very end of the data flow, which means that all options available for other devices are also available for Fax output. This includes Input channels, recognition, splitting and data processing.

The Mail output channel is based on an SMTP server to take care of the actual delivery of Emails. The Océ PRISMA<sup>satellite</sup> for ERP server has to be able to contact this SMTP server. Océ PRISMA<sup>satellite</sup> for ERP can retrieve a recipient mail address and/or fax number based on its name. Océ PRISMA<sup>satellite</sup> for ERP will deliver the output documents to the SMTP server instead of to a physical printer. This is done at the very end of the data flow, which means that all the options available for devices are also available for Mail output. This includes Input channels, Recognition, splitting and data processing

Jobs can be processed automatically without operator intervention, or they can be put in the job store automatically, waiting for the operator to define the processing. The Job store contains volumes distributed on different hosts. Volumes contain folders and folders contain print jobs and/or other folders.

Jobs are processed according to pre-defined flows.

There are two ways to pre-define job flows:

- Compatibility mode

The processing steps are defined with the Administrator interface to identify jobs and process them.

If the job flows are complex, it can be difficult for the Administrator to keep a clear overview of the processing steps.

- Output process workflow

The concept of output process workflow is introduced in Océ PRISMA<sup>satellite</sup> for ERP 2.0.

With the output process workflow, the job flows are defined as a sequence of steps. The execution of steps can be controlled by defining conditions. The definition in steps presents a clear overview of the entire job flow for Administrators.

## The purpose of Océ PRISMA<sup>satellite</sup> for ERP

The main purpose of the output management system is:

- to provide job control and job flow management.
- to improve the productivity of the attached printers by concentrating and streamlining print jobs from multiple host connections.
- to improve the applicability of the attached printers by providing for additional print job processing.

Further, Océ PRISMASatellite for ERP enables you to change job attributes of the received jobs. The job attributes are saved in a Job ticket, and can be changed with the Job ticket editor. Examples of attributes which can be changed are:

- the paper input tray of a printer
- the schedule of the print jobs
- the duplex print mode.

# The concept of Océ PRISMA satellite for ERP

## Introduction

This topic describes the functional modules of Océ PRISMA satellite for ERP. Further the data flow of print jobs is described. For a good understanding of the concept, the definition of a job ticket, and a print job, is given at front.

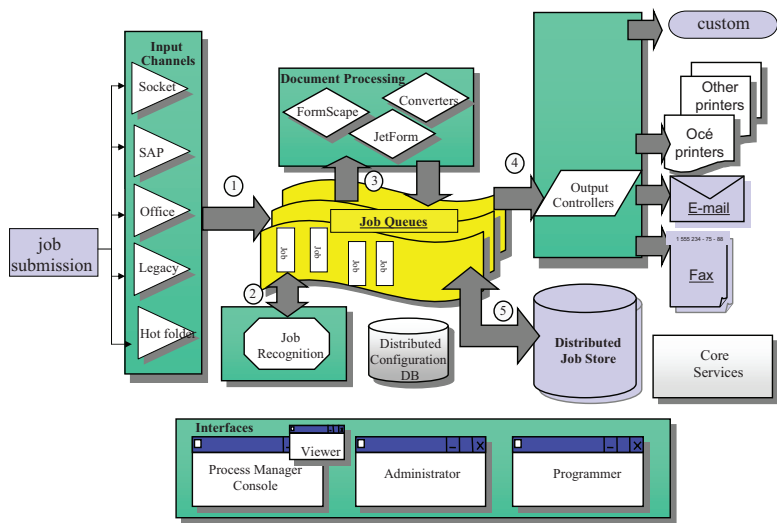
## Job ticket

A job ticket contains the process and print instructions of the associated data file.

## Print job

A print job is the association of the data file to be printed and a job ticket.

Océ PRISMA satellite for ERP is designed to be an automatic Output Management System, it can be configured to handle documents received and print them without any human intervention. The job flow within Océ PRISMA satellite for ERP is shown in the illustration below.



[1] The concept of Océ PRISMA satellite for ERP

## Job flow

Jobs are processed according to pre-defined flows.




There are two ways to pre-define job flows:

- **Compatibility mode**  
The processing steps are defined with the Administrator interface to identify jobs and process them.  
If the job flows are complex, it can be difficult for the Administrator to keep a clear overview of the processing steps.
- **Output process workflow**  
The concept of output process workflow is introduced in Océ PRISMA satellite for ERP 2.0.  
With the output process workflow, the job flows are defined as a sequence of steps. The execution of steps can be controlled by defining conditions. The definition in steps presents a clear overview of the entire job flow for Administrators.

In compatibility mode, a typical print job goes through four stages:

Stages of compatibility mode

Stage	Description
1 Input	Jobs are created by an Input Channel. At creation time of the job, the information available to the input channel (for example job name and user name) is stored in the job ticket. These job attributes can be used for further job processing. After a job is accepted, the first process step is 'RECOGNITION'.
2 Recognition	The Job Recognition module defines the process steps for the job(s). The job data and the job ticket are analyzed to define the final job ticket. The Recognition Module is based on the SIF (Separation Instruction File) and the ART (Association Rules Table). Incoming data may be processed before recognition starts. During this step, one submitted job may lead to several jobs in Océ PRISMA satellite for ERP. Submitted data may be split into several jobs and may be processed several times. If a document processing module needs to be activated for the job, the job state changes to 'DATA_PROCESSING'.

Stage	Description
3 Processing	<p>If needed one or several Document Processing modules, for example FormScape or Accelio, are called in order to generate the document to be printed. A Document Processing module can be accessed over the network, and can handle jobs in parallel.</p> <p>When all needed Document Processing modules are ready with the job, the job state is changed to 'WAIT'.</p> <p> <b>Note:</b> Multi processing allows you to specify multiple outputs for one incoming job.</p>
4 Output	<p>The print jobs are generated and sent to an output device. The output controller also detects the state of the output device and provides for error recovery.</p> <p> <b>Note:</b> Apart from a printer device, you can also specify a fax, email output device, custom defined devices or a Job store.</p> <p> <b>Note:</b> Post processing linked to the Output channel provides data handling on the fly while sending data to the output device.</p>

In the output process workflow, a print job goes through the following stages:

Stages of output process workflow

Stage	Description
1 Input	<p>Jobs are created by an Input Channel. At creation time of the job, the information available to the input channel (for example job name and user name) is stored in the job ticket. These job attributes can be used for further job processing.</p>

Stage	Description
2 Execution	<p>The output process workflow, which is assigned to the input queue, is executed.</p> <p>An output process workflow consists of four phases:</p> <ul style="list-style-type: none"> <li>■ The modification phase The incoming data can be transformed. For example, you can use an input filter or a TRF.</li> <li>■ The creation phase Certain data can be extracted from the data flow. Data can also be split. For example, you can use SIF objects.</li> <li>■ The preparation phase This phase can enhance data by applying e-Form application.</li> <li>■ The distribution phase. This phase delivers documents to the suitable output device.</li> </ul> <p>These phases are executed in a sequence of steps. The steps can be executed under certain conditions. The conditions are equivalent to the ART concept but are now available for every step.</p>

## Interfaces

The three interfaces, Console, Administrator, and Programmer, provide for control of the system on three different user levels.

Several forms of the Console are available:

- Native console:  
The native console is started locally on the Océ PRISMASatellite for ERP server. The user can connect to the server via a local log in, or via a Windows Desktop Remote Connection.
- Remote console:  
The remote console is started from a client host. Remote console software must be installed on the client to connect to the Océ PRISMASatellite for ERP server. After authentication, the user has remote access to most of the features of the native console. Both the client and the Océ PRISMASatellite for ERP server must be in the same network.
- Web console:  
After authentication, the user has remote access to queues, devices, jobs and job store. The level of details is less than for the native or remote console.

Input Channels

An Input Channel collects the data and creates print jobs. Several data streams can be received in parallel. Input channels are independent of the job format.

The following channel types can be configured:

Channel types

Type	Description
SAP	The SAP input channel offers the job submission and tracking from a SAP application.
Office	The Office input channel offers Windows users an access to printers in the network. Printers can be shared. Documents sent to such a printer will be routed via Océ PRISMA satellite for ERP.
Raw Socket	Accepts data over a configurable socket port number and generates a job in Océ PRISMA satellite for ERP. It simulates a PJJ printer: each application generating data for a PJJ printer can be connected to it.
Legacy	The Legacy input channel offers a print interface to any main-frame or Unix platform. The interface is based on the BSD-lpd standard protocol (RFC 1179). Operating systems like MVS, AIX, and HP-UX all support BSD-lpd spooling.
Hot folder	Files can be dropped in a specified Hot folder. Océ PRISMA satellite for ERP will create jobs from every file found in that folder.

Job queue

A job queue is a collection of print jobs that wait to be processed. One job queue can service one or more devices. A multi device queue offers load balancing.

# Océ PRISMA satellite for ERP users

## Introduction

Océ PRISMA satellite for ERP offers a dedicated user interface to each defined user role. This topic describes the main tasks of each user.

## Process manager

The Process manager is responsible for the daily operation of the Output Management System. Typical tasks for the Process manager are:

- Control the job processing.
- Change job properties.
- Control the job flow.
- Manage and print jobs in the Job Store.
- Make backups of the system.

You can only create a backup via the native console.

The Process manager is a Windows user who does not have full access to the Windows environment and functionality. The Process manager does not have Administrator rights.

The Process manager has control over devices, queues and job store volumes defined by the Administrator or the Programmer. In case of a complex configuration, the scope of control can even be restricted to a subset of the configuration.

It is possible to define more than one Process manager. For each Process manager an own personal environment is saved. Each time the Process manager logs on to Océ PRISMA satellite for ERP Console, the saved environment of the previous session is restored.

## Administrator

The Administrator of Océ PRISMA satellite for ERP is responsible for configuration of the Output Management System. Typical tasks for the Administrator are:

- Configuration of job processing attributes, for example 'Forms'.
- Configuration of queues, devices, and Process managers.
- Configuration of job recognition components.
- Configuration of the Job Store, Mail and Fax.
- Restore a backup and if necessary also make the backups.

The Administrator is also responsible for the maintenance of the Account files. A backup can be performed either by a Process manager or by the Administrator.

## **programr**

The Programmer of Océ PRISMA<sup>satellite</sup> for ERP is responsible for the installation and programming of the Output Management System. The Programmer configures the needed hosts, input channels and processing objects.

The tasks of the Programmer are carried out by your local Océ Consultant.

# Introduction to the Console Window

## Introduction



The Console interface of Océ PRISMASatellite for ERP enables you to:


- manage the print jobs
  - manage folders and print jobs stored into the job store
  - manage the printers and queues assigned to you by the Administrator of the system.
- Several views are available. Each view focused on one aspect of Océ PRISMASatellite for ERP management. A specific view gives a global overview of the state of the jobs, queues and printers.

You can easily view the occupation rate of the queues so you can plan the print jobs for the next hours or even days. You can easily determine when resources are free and which resources need manual intervention.

The window of Océ PRISMASatellite for ERP Console consists of the following parts:

Océ PRISMASatellite for ERP Console parts

Contents	Quantity or function
Title bar	The title bar shows the name of the application and enables you to minimize, maximize and close the application.
Menu bar	The menu bar provides access to all actions and options of the application.
Toolbar	The toolbar is adapted depending on the current view in order to quickly access the mostly used actions.
Navigation pane	Allows quick access to the individual panes.  <div>  <b>Note:</b>            You change the order of the items in this pane. Use drag and drop to reorder the items.         </div>
'Jobs' pane	Shows all the available jobs in a list.  <div>  <b>Note:</b>            Multiple selection is possible here.         </div>

Contents	Quantity or function
'Queues' pane	Shows the available queues: <ul style="list-style-type: none"><li>■ Schedule</li><li>■ Jobs in preprocessing</li><li>■ Queuedjobs</li><li>■ Retained jobs</li></ul>
'Devices' pane	Shows the devices which are attached to the queue selected in the 'Queues' pane.   <b>Note:</b> Multiple selection is possible here.
'Job Store'	Shows the available Job store volumes and Job store folders. It also shows the Schedule pane.
'Schedule' pane	Shows only the jobs ready to be printed in the order the jobs will be printed. The jobs shown here reside in the queues shown in the 'Queues' pane.
'Jobs in Pre-processing' pane	Shows the jobs, for the selected queue, that are in recognition or are in process by a Document Processing application.
'Queued Jobs' pane	Shows the jobs in the selected queue. The jobs ready to be printed are shown in the expected print order.
'Retained jobs' pane	Shows the printed jobs, for the selected queue, which are not deleted.
Jobs stored	Shows the print job(s) stored in the selected Job store folder.
Status bar	Shows the status of the selected devices, queues, and the system time.

---

## Start Océ PRISMA satellite for ERP Console

### Start the native console

1. Log on to Windows as a 'Process manager' or 'Administrator'.
2. Click 'Start' on the Taskbar.
3. Click 'Programs'.
4. Click Océ PRISMA satellite for ERP.
5. Click Océ PRISMA satellite for ERP 'Console'.  
Or double-click the short-cut icon on the desktop.

### Start the remote console

1. Click 'Start' on the Taskbar.
2. Click 'Programs'.
3. Click Océ PRISMA satellite for ERP.
4. Click Océ PRISMA satellite for ERP 'Console'.  
Or double-click the short-cut icon on the desktop.
5. You are asked to authenticate yourself:  
Define:
  - The name of the Océ PRISMA satellite for ERP server that you want to access remotely.
  - Your user name and password.

## Quit Océ PRISMA<sup>satellite</sup> for ERP Console

### Introduction

You can quit Océ PRISMA<sup>satellite</sup> for ERP Console in one of the following ways:

### Quit Océ PRISMA<sup>satellite</sup> for ERP Console

1. On the 'File' menu, click 'Exit'.  
Or
2. On the title bar, click 'X'.  
Or
3. Right-click the title bar, and click 'Close'.  
Or
4. Press 'Alt+F4'.



**Note:**

You can close the Océ PRISMA<sup>satellite</sup> for ERP Console while print jobs are still being submitted from the Job store. In that case you are asked to confirm that you want to close the Océ PRISMA<sup>satellite</sup> for ERP Console.

# **Chapter 2**

## **Job management**

# Job Management

This section describes how you can start your daily tasks. The interface offers you several alternatives to execute the same action. The alternatives are listed in short procedures.

# Change the job properties

## Introduction

Use the Job Ticket Editor to change the properties of a job.  
You can start the Job Ticket editor in one of the following ways:

## Change the job properties

1. Double-click a job. Or  
Select a job and choose 'Properties' from the 'Job' menu. Or  
Right-click a job and click 'Properties...'.  
2. The Job Ticket Editor opens.
3. Change the job properties and click 'OK'.

## Change the job status

1. Double-click a job.  
The Job Ticket Editor opens.
2. Click the 'Basic' tab.
3. Select the 'State' option.
4. Click the 'Change' button.
5. Select the state from the 'New state' drop-down list.
6. Click 'OK'.

# Change the print order

## Introduction

You can change the print order in one of the following ways:

## Change the print order

1. Select one or more jobs
2. Choose 'Move to top' from the 'Job' menu.  
Or
  1. Right-click one or more selected job(s)
  2. Click 'Move to top'.  
Or
    1. Right-click a job
    2. Click 'Properties'.
    3. The Job Ticket Editor opens. Change the job state to 'TOP'.  
Or
      1. Drag-and-drop the job(s) within a pane to the top of the same pane.  
Or
        1. Assign a higher priority to the job on the 'Basic' tab of the Job Ticket Editor.

# Use the Form attribute

## Introduction

You can select a 'Form' for a job, or mount/unmount a 'Form' on a device.

You can mount or unmount a 'Form' on a device via the 'Mount/Unmount Form' window.

## Select a Form for a job

1. Right-click the job
2. Click 'Properties'.  
Or

1. Double-click the job.  
Or

1. Select a job
2. On the 'Job' menu, click 'Properties'.

## Mount or unmount a Form on a device

1. Right-click the device
2. Choose 'Mount/Unmount Form' from the menu.  
The 'Mount/Unmount Form' window appears.
3. Select the 'Form'.
4. Click the 'Mount' or 'Unmount' button.  
Or

1. Select a device
2. On the 'Device' menu, click 'Mount/Unmount Form'.  
The 'Mount/Unmount Form' window appears.
3. Select the 'Form'.
4. Click the 'Mount' or 'Unmount' button.


Or

1. Double-click the device
2. The 'Device properties' window opens
3. Click '..' next to the 'Form' field.  
The 'Mount/Unmount Form' window appears.
4. Select the 'Form'.
5. Click the 'Mount' or 'Unmount' button.

# Deleting One or More Jobs

## Introduction

You can delete one or more jobs in one of the following ways:

Toolbar button: 

## Delete one or more jobs

1. Select one or more jobs and choose 'Delete' from the 'Job' menu.  
Or, right-click one or more selected job(s), and click 'Delete'.  
Or, select one or more jobs and hit the delete key.

## Scheduling a Job

### Introduction

You can schedule jobs in one of the following ways:

### Schedule a job

1. Right-click the job in the 'Queued Jobs' pane
  2. Click 'Properties'. The Job Ticket Editor opens
  3. Change the job properties on the 'Scheduling' tab and click 'OK'.  
Or
- 
1. Double-click a job. The Job Ticket Editor opens
  2. Change the job properties on the 'Scheduling' tab and click 'OK'.

# Suspending One or More Jobs

## Introduction

You can suspend one or more jobs in one of the following ways:

## Suspend one or more jobs

1. Select one or more jobs and choose 'Suspend' from the 'Job' menu.

## Suspend one or more jobs

1. Right-click one or more selected job(s) in the 'Jobs in Data Processing' pane
2. Click 'Suspend'.  
Tip: To start the suspended job(s), follow one of the procedures mentioned above and click on 'Resume' instead of 'Suspend'.

## Reprinting a Retained Job

### Introduction

You can reprint jobs from the 'Retained jobs' pane in one of the following ways:

### Reprint a retained job


1. Select one or more jobs
  2. Choose 'Resume', 'Top' or 'Redirect' from the 'Job' menu.  
Or
- 
1. Right-click one or more selected job(s)
  2. Click 'Resume', 'Top' or 'Redirect'.  
Or
- 
1. Select one or more jobs and drag them to another queue in the 'Queues' pane.

---

# Restarting an Interrupted Job

## Introduction

You can restart an interrupted job and a job in progress on a device that has run in error. You can specify the start page number in one of the following ways:

Toolbar button: 

## Restarting an Interrupted Job

1. Open the Job Ticket Editor for the job.
  2. Click 'Change' on the 'Basic' tab.
  3. Enter the start page number in the 'Restart from page' field.
- Or

1. Right-click the job and click 'Restart'.
  2. Enter the start page number in the 'Restart from page' field.
- Or

1. Select a job and choose 'Restart' from the 'Job' menu.
2. Enter the start page number in the 'Restart from page' field.



### *Note:*

The possibility to restart part of job depends of the PDL. PostScript and PCL print jobs provide correct information about the number of pages in a print job. Therefore, you can reprint PostScript and PCL jobs from a given page number or from the page the jobs were interrupted. It is only possible to reprint a PCL job if the target device supports PDL.

## Viewing a Job


### Introduction

When you view a document, you will always see the most up-to-date document with respect to the workflow steps.

You can also view earlier versions of the document:

- The input document:  
This is the original document that was submitted to Océ PRISMA satellite for ERP.
- The temporary document:  
This document requires one or more process steps before the document is completed.  
The temporary document can be restored to an earlier version.

You can view a job in one of the following ways:

Toolbar button: 

### View a job

1. Select a job
  2. Choose 'View document' from the 'Job' menu.
- Or

1. Right-click a job
  2. Click 'View document'.
- Or

1. Right-click a job
  2. Click 'Properties'
  3. The Job Ticket Editor opens
  4. Click 'Run the viewer'.
- Or

1. Select a job
2. Choose 'Properties' from the 'Job' menu
3. The Job Ticket Editor opens

4. Click 'Run the viewer'.

### **View a document created by the recognition process**

1. Right-click a job.
2. Click 'View input document ...'.

## Redirecting One or More Jobs

### Introduction

You can redirect one or more jobs from one device to another.

Contradictions between source and destination device are highlighted and indicated:

- A warning, for example different input bins.
- Severe contradictions, for example PDL incompatibilities.



**Note:**

You can not redirect jobs between devices when severe incompatibilities occur.

The process manager has to start the redirect process manually.

It is also possible to specify backup devices that have to be used when an error occurs and persists for a given period of time.

You can redirect one or more jobs in one of the following ways:

Toolbar button:

### Redirect one or more jobs

1. Select one or more jobs and choose 'Redirect' from the 'Job' menu
2. Select the new queue from the 'Redirect job' window.
3. Click 'Select'.

Or


1. Select one or more jobs and drag the jobs to another queue in the 'Queues' pane.
- Or

1. Right-click one or more selected job(s) in the 'Queued Jobs' or 'Retained jobs' pane
2. Click 'Redirect'
3. Select the new queue from the 'Redirect job' window.
4. Click 'Select'.

# Redirecting a Device

## Introduction

You can redirect a device in one of the following ways:

Toolbar button: 

## Redirect a device

1. Select a device from the 'Devices' pane
  2. Choose 'Redirect' from the 'Device' menu
  3. Select the new device from the 'Redirect device' window.
  4. Click 'Select'.
- Or

1. Right-click a device in the 'Devices' pane
2. Click 'Redirect'
3. Select the new device from the 'Redirect device' window.
4. Click 'Select'.



# **Chapter 3**

## **The Console Window**

# The Console Window

## Introduction

This chapter describes in detail all menu options and panes of the Console window.

## The Console window

In the Console window you can:

- reach all actions and dialogue boxes available in Console via the menu bar.
- right-click an object to open the contextual menu.
- resize, open and close the window and internal panes.
- click a toolbar button to start an action.
- use the navigation bar to switch between 'Jobs', 'Queues', 'Devices' and 'Job Store'.

More characteristics of the 'Console' window:

- changes to the interface are restored at the next logon.
- a menu item or toolbar button, is dimmed if the currently selected object does not allow the action.
- at least one of the panes must remain open.

# The File Menu

## Hosts Properties

Use 'Hosts Properties' to view the state of the available hosts. You can not change the state of the hosts from the 'Console' interface.

The possible states are:

- 'ACTIVE MASTER'
- 'ENABLED'
- 'DISABLED'.

# Queues Properties

Use 'Queues Properties' to view the properties of the available queues. This is the window from which you can control the Job Store.


The available type of queues are:

- Printer/fax/mail queue.
- Job store queue.
- Archive queue.

Every queue has a dedicated icon.

# Devices Properties

Use 'Device properties' to view the properties of the available devices.

Toolbar button: 

Click a device to display the following device information:

Device information

Contents	Quantity or function
Comment	Displays the 'Comment' string from the Job Ticket.
Message	Displays the current device state.
Active job	Displays the title of the job.
Model	Displays the printer model.
Speed	Displays the nominal speed of the printer model.
Redirect to	Use 'Redirect' to redirect the selected device to another device. Redirection is permanent. When you redirect a device, all active jobs are interrupted and routed to the target device. All waiting jobs and new jobs are automatically forwarded to the target device. The redirection remains active until you cancel it.
Form	Allows you to mount/unmount a 'Form' on the device.
Spoolout	Use 'Spoolout on' to start the device to send jobs to the printer. The 'Spoolout off' option enables you to (temporarily) stop the device to send jobs to the printer.
Tray mapping	The check box is set when a tray mapping object is attached to the device. When you uncheck the 'Tray mapping' check box, the tray mapping object linked to the device will be deleted after a confirmation message. Tray mapping objects linked to the device are not visible in the 'Administrator' interface.

From the 'Device properties' window you can:

- redirect a device
- mount or unmount a 'From'.
- change the 'Spoolout' setting of the device:

Spoolout setting

Contents	Quantity or function
On	The device can send jobs to the printer.
Off	The device can not send jobs to the printer.

---

## Input Channel Properties

Use 'Input Channel Properties' to view the properties of the available input channels. From the 'Input Channel Properties' window you can change the state of an input channel.

The possible states of the input channels are:

States of the input channels

Contents	Quantity or function
ACTIVE	The input channel can receive jobs.
NOT ACTIVE	The input channel can not receive jobs.

# Backup

## Introduction

The Backup utility enables you to create a copy of the data on your hard disk. In the event that the original data on your hard disk is accidentally erased or overwritten or becomes inaccessible because of a hard disk malfunction, you can use the copy to restore your lost or damaged data.

The backup facility relies on the Windows Backup service.


Creating a backup can be done by either the Administrator of the system or by an Operator. A restore action can only be done by the Administrator. Both operations are always local to one system.

## Backup options

'Backup' provides the following options:

Backup options

Option	Function
Whole system backup	The Whole system backup saves all data on the local Océ PRISMA satellite for ERP server. This includes the Windows files and settings as well as all the Océ PRISMA satellite for ERP files and setting. All the disks are saved.

Option	Function
Print server backup	<p>The Print server backup saves:</p> <ul style="list-style-type: none"> <li>■ All files that belong to the local Océ PRISMA satellite for ERP print server.</li> <li>■ The Océ PRISMA satellite for ERP libraries located in the Windows system directories.</li> <li>■ The Windows resources that are used by Océ PRISMA satellite for ERP.</li> <li>■ Additional files that are stored under the Océ PRISMA satellite for ERP installation directory, for example FormScape files.</li> <li>■ Print job data and tickets that are stored on the local host.</li> <li>■ The contents of the registry related to Océ PRISMA satellite for ERP.</li> </ul> <p> <b>Note:</b> In case of a realm, the data and ticket may be stored on different hosts. To make sure that you backup both the job data and the ticket in case of a realm, choose the backup type 'Jobs'.</p>
Configuration backup	<p>Saves all the objects defined in the whole Océ PRISMA satellite for ERP realm. This includes for example, devices, queues, filters definition, SIFs, etc .</p> <p>The Configuration backup does not include resources of FormScape projects, Accelio projects or other binaries for data processing.</p>

Option	Function
Jobs backup	<p>The Jobs backup saves the jobs in the print server. For example, the jobs that are in the queues on the local host where the backup is executed. Both the job data and job ticket are saved. Only local jobs are included in the backup.</p> <p>The Jobs backup is done in two steps:</p> <ul style="list-style-type: none"><li>■ The directory referred to by 'Temporary files directory' is created. This is a backup structure for all the job tickets that are managed from the local host and the related data. Files located remotely will be imported.</li><li>■ The contents of the 'Temporary files directory' is saved on the backup location.</li></ul> <p>Since all the jobs will be copied in the 'Temporary files directory' before the physical backup, it is important to refer to a directory with sufficient disk space.</p> <p>The disk space should be at least equal to the added size of the following directories:</p> <ul style="list-style-type: none"><li>■ \$install/SV</li><li>■ \$install/tmp</li><li>■ \$install/GW</li></ul> <div><div><i>i</i></div><div><p><b>Note:</b></p><p>In case of a realm configuration there might be more space needed since data files may have to be imported.</p></div></div>
Job store backup	<p>The Job store backup saves the data in the Volumes of the Job store. The Job store backup saves only the Volumes on the local host. The Job store backup uses also the 'Temporary files directory' location to store some temporary files.</p>
Custom backup	<p>The Custom backup opens the Windows backup utility and enables you to specify the data to be saved, and the location, yourself.</p>



**Note:**  
Whatever the backup type, all concerned files are saved, even if they have not been changed since the previous backup. There is no incremental backup available.

## Backup location

Backup creates a duplicate copy of the selected data on your hard disk by backing up the data to another storage device such as a hard disk or a tape. When you select 'File', you must enter the name and the path of the backup file that will contain the saved data. When you select 'Tape', you must enter the name of a media pool that, indirectly, will specify the tape device that Windows will use to save the data.

## Media pools

The Windows Administrator must define the media pools.

A media pool is defined in Windows, it is a collection of tapes or disks to which the same management policy applies. All media in a Removable Storage system (for example a tape drive) belong to a media pool, and each media pool holds only one type of media. The backup utility uses media pools to gain access to specific tapes or disks within a library. To define and manage the media pools, start the Windows 'Computer Management' program (Start menu, Programs, Administrative tools, Computer management). The media pools objects are defined in the tree branch Storage > Removable Storage > Media pools.

Please consult the Windows online help to get detailed information on how to use media pools for you backup device.

## Temporary files directory

Some temporary files may be necessary to prepare the backup operation. The specified directory will be used to store these files. Specifying a network path can be necessary if the local system is low on free disk space. See also, the 'Job store backup' section.

## Océ PRISMASatellite for ERP service

The Océ PRISMASatellite for ERP Print Server service must be stopped before any backup or restore operation can take place. The Océ PRISMASatellite for ERP backup and restore utility takes care of stopping and starting the Océ PRISMASatellite for ERP service. Backup and restore will only continue if the service is stopped.

## Backup procedure

1. Click 'Backup' from the 'File' menu.
2. Click the required 'Backup type'.
3. Enter the name of the backup in the 'Backup to' field.  
Or, click 'Browse' to browse to the backup location.

4. Click 'OK'. The Windows Backup service starts.

---

# The View Menu

## Jobs

### Introduction

You can:

- select this option to open the 'Job' toolbar
- clear this option to close the 'Job' toolbar.
- specify 'Job notification' options.

### Auto close

Select 'Auto close when OK' to close the 'Job notification' window automatically after you solved the printer error or printer warning.

## Queues

You can select or deselect the following Queues options:

- Queues
- Schedule
- Devices
- Jobs in pre-processing
- Queued jobs
- Retained jobs

---

# Device notification window

## Introduction

The 'Device notification' window opens when:

- a printer warning or error occurs
- a new job has the state 'SCHEDULED' (the 'WAIT FOR ACTIVATION' job attribute was specified)
- you drag the device icon out of the 'Devices' pane.

The window shows the current state of the device. This information is equal to the information shown in the 'Device' pane.

By default the window stays on top of the desktop until you close it.

In the 'Device notification' window you can:

- perform every operation that is available in the 'Devices' pane
- select or clear 'Auto Close'.

## Open on error

When you select 'Open on Error' the 'Device notification' window opens automatically in case of a printer error.

Clear this option if you do not want that the 'Device notification' window opens on an error.

## Open on warning

When you select 'Open on warning' the 'Device notification' window opens automatically in case of a printer warning.

Clear this option if you do not want that the 'Device notification' window opens on a warning.

## Auto close

Select 'Auto close when OK' to close the 'Device notification' window automatically after you solved the printer error or printer warning.

## Job Store

You can select or deselect the following items:

- Stored jobs
- Folders
- Schedule

## Error Jobs

Allows you to specify if you want to open the 'Jobs in Error' dialog. This dialog shows all the print jobs that were causing problems.

## Job logging

### Introduction

Job logging reports about jobs that were processed during the day. Job logging gives a global picture of the activity that took place during the day.

### Job log attributes

For every job, the following attributes are shown:

- The title of the job.
  - The queue that processed the job.
  - The job identifier.
  - The submission time.
  - The printed time.
- An empty value indicates that the job was not printed.
- The job status.

# Adjust Time Ruler

## Introduction

The 'Adjust Time Ruler' window or 'Zoom tool' controls the time scale of the 'Schedule' pane. The job boxes are scaled accordingly.


When you adjust the time scale, a small window shows the time that corresponds to the end of the 'Schedule' pane. This window closes after a few seconds automatically or by a click on the arrow.

## Open the time ruler

Click option 'Zoom tool'.

This option enables you to open the 'Adjust Time Ruler' window.

Note: Two other ways to open the 'Adjust Time Ruler' window:

- Click  on the 'Schedule' pane.
- Click on the time ruler of the 'Schedule' pane.

## Adjust the time ruler in one of following ways:

1. Click '<' to enlarge or '>' to reduce, the time scale.
2. Move the slider to the left to enlarge or to the right to reduce, the time scale.

# Filter job views

## Introduction

You can activate a job selection filter to restrict the list of jobs in the Océ PRISMA satellite for ERP Console.  
Only those jobs that meet the criteria in the filter will be displayed in the 'Jobs' section.

### Specify the Job filter

- Click the 'Jobs' section'.
- Click 'View' - 'Filter job views...'.  
The 'Job selection' dialog appears.
- Specify the job filter parameters and click 'OK'.




**Note:**  
Use the 'Reset' button to clean-up all fields and reset the job filter parameters.

When you have activated a job filter, this will be indicated in the Océ PRISMA satellite for ERP Console by a filter icon.

## Job filter parameters

Component	Functional name
Activate job selection filter	Select this option to activate the job filter.
Status	Allows you to filter jobs by job status.
Submitted	Allows you to filter jobs by date.
Queue	Allows you to only show jobs from a specific Queue. <div> <b>Note:</b> Please note that you can also specify a Queue manually.</div>
Owner	Allows you to only show jobs from a specific Queue.
Name	Allows you to only show jobs from a specific Name.

Component	Functional name
Form	<p>Allows you to only show jobs that use a specific Form. The drop-down list for 'Forms' allows you to filter per Form name. It does not allow you to filter all jobs without manual forms.</p> <p> <b>Note:</b> Please note that you can also specify a Form manually.</p>
Custom	<p>Allows you to only show jobs that have a custom attribute within the Job ticket.</p>

# Goto

The 'Goto' option allows you to quickly access the following panes:

- Jobs
- Queues
- Devices
- Job store

---

## Refresh

Use 'Refresh' to renew the displayed information in case the screen does not show the information you expect.



**Note:**

The screen is also refreshed automatically.

# Status Bar

## Status Bar

This option enables you to display the status bar of Océ PRISMA satellite for ERP Console.

Clear 'Status Bar' to display a larger number of jobs.

## Window Titles

Use 'Window Titles' to display the title bar of the panes.

Clear 'Window Titles' to display a larger number of jobs.

Tip: With 'Window Titles' cleared, the window title of the 'Queued Jobs', 'Jobs in Data Processing' and 'Retained jobs' pane is available in a ToolTip.

## Confirm Drag and Drop

You can redirect jobs or put jobs on top of a queue, with an easy drag-and-drop operation. The drag-and-drop operation has to be confirmed if 'Confirm drag and drop' is selected.


Clear 'Confirm drag and drop' to perform the drag-and-drop operations without confirmation.

---

# The Job Menu


## Suspend

Use 'Suspend' to interrupt one or more jobs.

Job toolbar button: 

## Resume


Use 'Resume' to start one or more suspended jobs.

Job toolbar button: 

# Move to Top

## Introduction

The 'Move to top' option allows you to change the order of jobs in Queues.

Toolbar button: 


## Move to Top

Select a job and click 'Job' - 'Move to top' to move the selected job to the first position in the Queue.

# Redirect

Use 'Redirect' to move one or more selected jobs from the 'Schedule' or 'Queued Jobs' pane to another queue.

Jobs with the state 'Top' are placed as the first jobs in the new queue. Jobs with a state different from 'Top' are placed as the last jobs in the new queue.


Job toolbar button: 

---

## Activate


Use 'Activate' to activate jobs:

- That are in the 'SCHEDULED' status,
- for which the 'WAIT FOR ACTIVATION' status was selected in the job ticket.

Toolbar button: 

## Restart

Use 'Restart' to restart a job that has been interrupted or to restart a job after a device error.

Toolbar button: 



**Note:**

The possibility to restart part of job depends of the PDL. PostScript and PCL print jobs provide correct information about the number of pages in a print job. Therefore, you can reprint PostScript and PCL jobs from a given page number or from the page the jobs were interrupted. It is only possible to reprint a PCL job if the target device supports PjL.

---

## View Document

Use 'View Document' to open the 'Document Viewer'.


Job toolbar button:

You can view different stages of the same document:

- View document...  
View the final stage of a document. For example, the document after the application of filters.
- View temporary document  
View the document before the application of filters.
- View input document...  
View the document as received on job arrival.

## Print


This option allows you to print the selected job(s).

Toolbar button: 

# Print with options

## Introduction

The 'Print with options' option allows you to specify additional print options before printing the job.

Toolbar button: .


## Print with options

1. Select the print job(s).
2. Click 'Print with options...' from the 'Job' menu.  
The 'Job ticket editor' dialog appears, allowing you to specify additional options for the print job(s).
3. Specify the options and click 'OK'.  
The job(s) are sent to the selected Queue specified in the options.

# Delete

## Introduction

You can delete one or more jobs in one of the following ways:

Toolbar button: 


## Delete one or more jobs

1. Select one or more jobs and choose 'Delete' from the 'Job' menu.  
Or, right-click one or more selected job(s), and click 'Delete'.  
Or, select one or more jobs and hit the delete key.

---

## Properties


Use 'Properties' to open the Job Ticket Editor for the selected job.

Job toolbar button: 

# The Queue Menu

## Hold


Use 'Hold' to hold the selected queue. In that case jobs are still received but not sent to printers.

Queue toolbar button: 

---


## Release

Use 'Release' to resume the selected queue. When a queue is set to 'Hold', jobs are still received but not sent to printers. When you click 'Release', the jobs will be sent to the printers again.

Queue toolbar button: 

## Spoolin On


Use 'Spooling On' to start the selected queue to receive jobs.

Queue toolbar button: 

---


## Spoolin Off

Use 'Spooling Off' to stop the selected queue to receive jobs.

Queue toolbar button: 

## Properties

Use 'Properties' to open the 'Queues Properties' window for the selected queue.

Toolbar button: 

---

# The Device Menu

## Form

### Introduction

Use 'Form' to mount or unmount a 'Form' to the selected device.


A 'Form' prevents that Océ PRISMA satellite for ERP sends a job to the printer that requires a resource that is not available in the printer. For example, if a job requires pre-printed paper for invoices, create then a 'Form' called 'Invoice'. The Process Manager has to confirm to Océ PRISMA satellite for ERP that the required paper is available in the printer. Only jobs that need the requested 'Form' can be scheduled to the printer.

Device toolbar button: 

A printer, without a 'Form' attached, prints all jobs that do not require a 'Form'.

## Spoolout on

Use 'Spoolout on' to start the device to send jobs to the printer.

Device toolbar button: 

## Spoolout off

The 'Spoolout off' option enables you to stop the device to send jobs to the printer.

Use this option in case the printer is in error or in maintenance.

Device toolbar button: 

# Redirect


Use 'Redirect' to redirect the selected device to another device.

Use this option in case the printer is not available for a longer period.

Redirection is permanent. When you redirect a device, all active jobs are interrupted and routed to the target device. All waiting jobs and new jobs are automatically forwarded to the target device. The redirection remains active until you cancel it.

You can not redirect a device:

- that has no equivalent capabilities
- that is already redirected
- that is already the target of a redirection.

Device toolbar button: 

# Backup devices

## Introduction

When a device has an error that remains for a period of time, jobs can automatically be redirected to a second device that acts as 'backup device'. The 'Backup devices...' option allows you to select one or more devices that can act as backup for a specific device.

## Backup devices

Backup devices parameters

Parameter	Description
Main device	Shows the main device details.
Comment	Shows the main device details.
Persisting time	Specify the time after which the backup device has to start acting as backup device for the main device.
Backup devices	Shows the available devices within the Océ PRISMA satellite for ERP configuration.
Selected item compatibility	Provides more information about the compatibility of the selected backup device.
Selected device model	Shows the backup device details.
Comment	Shows the backup device details.
Unsupported languages	Printer languages of the main device that are not supported by the backup device are shown here.
Not available features	Features of the main device that are not supported by the backup device are shown here (for example 'Mailbox').

### Specify backup devices

- Select the main device in the 'Devices' section.
- Click 'Device' - 'Backup devices...'.
- Select the backup device.  
**Note:** In case of unsupported languages or not available features, this is indicated in the bottom of the dialog.
- Click the '>>>' button to add the device as a backup device for the main device.  
**Note:** Repeat this step for each backup device that you want to add.
- Click 'OK' to confirm the changes.



*Note:*

When a backup device takes over the tasks from a main device, the main device is reported as 'redirected' in the Console. If you reset this redirection, the main device will act as primary device again.

## Media Mapping

This option allows you to create mappings between logical trays and media. This is especially useful for the Océ VP 2105 which is not based on Input tray numbers but on Media specifications.

In the case of the Océ VP 2105, the mapping for Input bins is defining a set of 4 values defining the media for each logical number

- Paper size
- Media type
- Media color
- Media weight

In other cases, the mapping is simply an association of 2 numbers.

# Tray Mapping

## Introduction

Tray mapping objects can be used to adjust tray selection from a document to tray numbers available on the printer.

Tray mapping can be defined for a given printer model within the 'Administrator' interface or for a specific device from the 'Console' interface. The object created from the 'Console' is not visible from the Administrator interface.

When a device tray mapping object is available for both a 'device model' and a for a 'device', only the tray mapping defined for the device will be used.

When a tray mapping object is available while printing (either defined per device model or per device), by default tray mapping always takes place. This behavior can nevertheless be tuned from the Job ticket / Job template using the 'Advanced' tab - 'Tray mapping' option.

Mapping applies to both Input trays and Output bins. They are limited to PCL documents.

Any rule consists of 2 fields:

- 'Id' stands for the value found in the printer instruction out of the document. Values can be selected in the range of 1 to 128.
- 'Value' stands for the logical unit.

Creating a mapping rule object always starts with a set of default rules.

To edit the rule, select the value of the ID column and double-click it. Use the 'Value' drop down list to select a value.



### *Note:*

Please note that the value of the default tray / bin can be tuned from the 'Default' drop down list.

Two different frames are available, for Input trays and Output bins respectively.

### **Example**

A document contains the following data:

.....<ESC>&l3H.....

The document needs to be printed on an Océ VP2090 (PCL). A rule is defined to re-assign the '3' out of the escape sequence into the tray 1 of the printer.

On an Océ VP2090, the selection of tray 1 requires <ESC>&l21H as printer instruction. While parsing data, the above escape sequence is detected and checked with respect to any existing mapping rule.

From the rule to re-assign '3' into logical 'tray 1', the printer instruction from the document will be replaced by the printer instruction to select 'tray 1' which is <ESC>&l21H.

## Tray mapping

This option allows you to re-assign tray numbers differently within a document.


Tray mapping rules defined for a printer model (refer to the Administrator interface / define tray mapping objects) will be ignored when tray mappings are defined for a printer from the above printer model.

This function is limited to PCL documents.

Tray mapping objects are used to control the mapping of logical tray numbers to trays available on the printer. This tray mapping is controlled from the Job ticket. Use the 'Tray mapping' option on the 'Advanced' tab of the Job ticket to control the tray mapping. By default, 'unspecified' is used for the Job template and 'automatic' for the Job ticket. Select 'on' to enable tray mapping.

# Devices Properties

Use 'Device properties' to view the properties of the available devices.

Toolbar button: 

Click a device to display the following device information:

Device information

Contents	Quantity or function
Comment	Displays the 'Comment' string from the Job Ticket.
Message	Displays the current device state.
Active job	Displays the title of the job.
Model	Displays the printer model.
Speed	Displays the nominal speed of the printer model.
Redirect to	Use 'Redirect' to redirect the selected device to another device. Redirection is permanent. When you redirect a device, all active jobs are interrupted and routed to the target device. All waiting jobs and new jobs are automatically forwarded to the target device. The redirection remains active until you cancel it.
Form	Allows you to mount/unmount a 'Form' on the device.
Spoolout	Use 'Spoolout on' to start the device to send jobs to the printer. The 'Spoolout off' option enables you to (temporarily) stop the device to send jobs to the printer.
Tray mapping	The check box is set when a tray mapping object is attached to the device. When you uncheck the 'Tray mapping' check box, the tray mapping object linked to the device will be deleted after a confirmation message. Tray mapping objects linked to the device are not visible in the 'Administrator' interface.

From the 'Device properties' window you can:

- redirect a device
- mount or unmount a 'Form'.
- change the 'Spoolout' setting of the device:

Spoolout setting

Contents	Quantity or function
On	The device can send jobs to the printer.
Off	The device can not send jobs to the printer.

# The Job Store Menu

## Creating a New Job Store Folder

### Introduction

The 'New folder' option allows you to create new Job store folders.

Toolbar button: .

### Create a new Job store folder

1. Select the 'Volume'.
2. Click 'New folder' from the 'Job Store' menu.
3. Enter the Job store folder name and press 'Enter'.  
The new Job store folder is added within the selected 'Volume'.

### Create a new Job store sub-folder

1. Select the Job store folder.
2. Click 'New folder' from the 'Job Store' menu.
3. Enter the Job store folder name and press 'Enter'.  
The new Job store folder is added within the selected folder.

# Renaming a Job Store Folder

## Introduction

The 'Rename' option allows you to change the name of a Job store folder.

## Rename a Job store folder

1. Select the folder from the Job store volume that you want to rename in the Job store pane.
2. Click 'Rename folder' from the 'Job Store' menu.
3. Change the Job store folder name and press 'Enter'.

## Enable / disable a Volume

### Introduction

Use the Enable / Disable options from the 'Job Store' menu to enable or disable the selected Volume.

Toolbar buttons: and

### Enable / disable a Volume

1. Select the Volume in the Job store pane.
2. Click 'Enable' from the 'Job Store' menu to enable a Volume.
3. Click 'Disable' from the 'Job Store' menu to disable a Volume.




**Note:**

A Volume contains (sub)folders with jobs. These folders are only visible if they are controlled by a Process manager.

# Printing a Job Store Folder

## Introduction

You can print individual jobs within a folder and also complete folders using the printing instructions defined by the Administrator.

Toolbar button: 


## Printing a Job Store Folder

1. Select the Job store folder.
2. Click 'Print' from the 'Job Store' menu.  
The print jobs within the selected Job store folder will be sent to the connected output device.

## Print a Job store folder with options

### Introduction

You can print individual jobs within a folder and also complete folders using the printing instructions defined by the Administrator. The 'Print with options...' option allows you to specify additional print options before printing the jobs from the Job store folder.

Toolbar button: 

### Print a Job store folder with options

1. Select the Job store folder.
2. Click 'Print with options...' from the 'Job Store' menu.  
The 'Job ticket editor' dialog appears, allowing you to specify additional options for the print jobs.
3. Specify the options and click 'OK'.  
The print jobs within the selected Job store folder will be send to the selected queue.



**Note:**

Another way to print with option is to drag and drop a folder to the destination queue. The option dialog box will appear with the queue name filled in.

## View the properties of jobs in the Job store

### Introduction

The 'Properties' option allows you to view the properties of jobs in the Job store.

### Print a Job store folder with options


1. Select the Job store folder.
2. Select a job in the Job store.
3. Click 'Job' - 'Properties'.

The 'Properties' dialog will show the properties of the selected job.

## Delete a Job store folder

### Introduction

The 'Delete' option from the 'Job Store' menu allows you to delete a Job store folder.

Toolbar button: 



**Note:**

When you want to delete a Job store folder that contains print jobs, you will have to confirm the delete action. Job store folders with Printing instructions or Storing rules can not be deleted.

### Delete a Job store folder

1. Select the Job store folder you want to delete
2. Click 'Delete' from the 'Job Store' menu.  
The selected Job store folder will be deleted.

## Volume properties

The volume properties dialog shows the:

- Name
- Host
- Path
- Free disk space
- Total disk space

# Folder Properties

## Introduction

All folder properties are read only.

The general tab of the folder properties dialog shows the:

- Name
- Volume
- Path
- Number of jobs in the folder
- Number of jobs in folder and sub-folders

The Printing instructions tab of the properties dialog shows:

- If stored jobs should be deleted after submission.
- The sorting order
- If reverse is selected.
- If job bundling is selected
- A comment field

The Storing rules tab of the properties dialog shows:

- If jobs are stored in folders
- If jobs are stored in sub-folders
- What Queues are used
- A comment field

# **Chapter 4**

## **The Job Ticket Editor**

# The Job ticket editor

## Introduction

The Job ticket editor enables you to view a job ticket as well as to modify some of the job attributes.

A print job consists of one or more documents and their associated Job tickets. A Job ticket is a collection of the print job attributes. The two main groups of attributes are job identification attributes and job process attributes. The attributes are organized into functional areas. You can distinguish the following functional areas in the Job ticket:

- Scheduling
- Document processing
- Output processing
- Printer settings
- Identification
- Job State.

The attributes can be specified at different steps during job life. At job submission, different sets of attributes are available. It depends on the available user interface as to which attributes can be added. To make the job submission as simple as possible, the job attributes can be automatically defined during the recognition phase in Océ PRISMA satellite for ERP. For example, the user name and job name can be used to determine how to process the job.



**Note:**

The Job ticket settings overrule the settings specified in the job data if JEC on the target device is supported. Almost all Job ticket attributes can be specified in a Job template.

## The Basic Tab



### Parameters


#### Identification

Element	Description
Id	Displays the job identification string assigned by Océ PRIS-MA satellite for ERP.
Submitted	Displays the date and time when the job was submitted.
Size	Displays the size of the job in bytes. The value is independent of the number of copies.
Title	Displays the title of the job. The default of 'Title' is the name of the first document within the job.
User	Displays the name of the user who submitted the job.
Name	Displays a name assigned to the job for easy identification
Host	Displays the host name where the job was submitted.
Comment	A free string for remarks about the print job. The default of 'Comment' is an empty string.

#### Status

Contents	
'State'	Shows the status of the job. The 'Change' button allows you to change the status.
'Error'	Specifies the cause of the error during the preprocessing phase or while printing.
'Printed / Sent'	When printing is in progress, the percentage already send or printed (depending on the level of comfort of the printer) is indicated together with the number of copies already handled.
Render	The name of the output device (printer) that has processed the output (printed the job).

Destination	
Contents	Quantity or function
'Destination'	<p>Identifies the queue that manages the job. One or more devices can be the target of the specified queue. The destination is mostly fixed at job submission. For example, a user in a windows environment selects the printer to print.</p> <p> <b>Note:</b> Job recognition can also define the destination.</p> <p> <b>Note:</b> The Job Store check box allows to restrict the view to only print or Job store queues.</p>
'Form'	<p>Specify a 'Form' if the job must use special print resources, like paper. The 'Form' prevents the job to print without the resources.</p> <p>For example, if a job requires pre-printed paper for invoices, the 'Form' called 'Invoice' can be associated with the job. You must confirm to Océ PRISMA satellite for ERP that the required paper is in the printer. Only jobs that need the requested 'Form' can be scheduled to the printer.</p> <p>A printer that does not have a 'Form' attached, prints all jobs that do not require a 'Form'.</p> <p>The default of 'Form' is empty, which allows all jobs to be scheduled.</p>

Print range	
Contents	Quantity or function
'Entire document'	Select this option if you want to print the complete print job.
'Page(s)'	<p>When you do not want to print the complete print job, you can specify the print range here.</p> <p> <b>Note:</b> Page range printing is not supported for PDF documents.</p>

Copies	
Contents	Quantity or function
'Copies'	The number of copies to print. The default of 'Copies' is '1'.

Contents	Quantity or function
'Collate'	Select 'Collate' to deposit the copies in sets of jobs. Clear 'Collate' to deposit the copies in sets of pages. By default 'Collate' is set to 'Automatic'.
'View document'	Opens the document viewer.


**Note:**



The status frame shows information mainly available in read-only mode.

# The Scheduling tab

The 'Scheduling' tab has the following parameters:

The Scheduling parameters

Parameter	Description
Priority	Enables you to change the job priority. The value must be between 1 (lowest priority) and 100 (highest priority). The default of 'Priority' is 20.
Wait for activation	Enable option 'Wait for activation' to print only jobs with state 'ACTIVE' or state 'INTERRUPTED'. <ul style="list-style-type: none"><li>■ Job status 'ACTIVE': To print a job you must change the state of the job from 'SCHEDULED' to 'ACTIVE'. A job in 'SCHEDULED' status blocks the device to which the job is assigned. Other jobs cannot be printed.</li><li>■ Job status 'INTERRUPTED': When a device is deactivated, a job in 'SCHEDULED' status or in 'ACTIVE' status changes to state 'INTERRUPTED'. When the device is reactivated, the jobs in 'INTERRUPTED' status print first.</li></ul>
Print after	Define the day and time to print the job. The job is printed at the defined time on the defined day of the week. The default of 'Print after' is the submission date and time. <div> <b>Note:</b> For example, you have defined that jobs - that use this Job template - must be printed on Tuesdays at 15.15h. The job is submitted on Tuesday at 16.15h. This job is then printed next Tuesday at 15.15h.</div>

Parameter	Description
Retention period	<p>Specifies the time interval, in minutes, for the print job to remain on the system after it has been printed. The original data and the data to be printed will stay in the queue until the job is printed, and until the retention period has expired. Use this option to save the print job for reprints. Select 'INFINITE' to let the print job remain on the system permanently. The default of 'Retention period' is 0 (delete immediately).</p> <p> <b>Note:</b> Since the attribute is checked periodically, a job can still exist for a short time after the period has expired.</p>
Expiration time	<p>Define the day and time to delete jobs from the queue that have not been printed yet. The job is deleted from the queue at the defined time on the defined day of the week. This option is not used when you do not define a time. A job can leave the queue in two ways:</p> <ul style="list-style-type: none"> <li>■ The job is printed,</li> <li>■ The job is not printed but it is removed by this option.</li> </ul> <p>You can define both option 'Print after' and option 'Expiration time'. The time defined for option 'Print after' must expire before the time defined in 'Expiration time'. Otherwise, the job is rejected.</p> <p> <b>Note:</b> Since the attribute is checked periodically, a job can still exist for a short time after the period has expired.</p>

# The Output Settings tab

## Introduction

The 'Output Settings' tab has the following parameters.



*Note:*  
Whether an option can be selected, depends on the printer model used.

## The output settings

To distinguish the boundaries of the print jobs easily, you can add the following pages to a job:

- Header
- Trailer
- Separator

By default, there is no additional page.

Additional Pages

Parameter	Description
<b>Additional Pages</b>	
Header	Starts the print with an additional Banner page. You can select one of the specified banner pages from the list. Select 'None' if you don't want to use a Banner page. Select 'Standard' to use the default Banner page. You can also specify the Media settings (for example the tray number) for the Banner page.
Trailer	Ends the print with an additional page. The contents of this trailer page is fixed, and includes the following information: <ul style="list-style-type: none"><li>■ Job title</li><li>■ Job identifier</li><li>■ Name of the host where the job was submitted</li><li>■ Document name</li><li>■ Priority</li><li>■ Job owner</li><li>■ Name of the printer that was used to print the document</li><li>■ Submission time</li><li>■ Start of print time</li><li>■ End of print time.</li></ul>

Parameter	Description
Separator	Inserts an additional page between sets of copies. The contents of this separator page is fixed, and includes only the 'Document name'.
Media (header page)	Allows you to specify a 'Media' type that has to be used for the header page. This option can only be used for Media-based printers (for example Océ VP 21xx).
Input tray	Allows you to specify which tray should be used for the banner pages.

2-sided



Contents	Quantity or function
2-sided	<p>Option '2-sided' defines if pages are printed 1-sided or 2-sided. You can define the following values:</p> <ul style="list-style-type: none"> <li>■ On The document is printed 2-sided.</li> <li>■ Off The document is printed 1-sided.</li> <li>■ Automatic The document is printed depending on the settings within the printer and the settings within the document.</li> </ul>
Tumble	<p>Option 'Tumble' is enabled when option '2-sided' has value 'On'. You can define the following values:</p> <ul style="list-style-type: none"> <li>■ Off The back side of the sheet is remains as defined in the document.</li> <li>■ On The back side of the sheet is turned 180 degrees.</li> <li>■ Automatic The tumble mode as defined in the job data is used. If the job data does not contain a tumble setting, the default setting of the printer is used. The default of 'Tumble' is 'Automatic'.</li> </ul>

Binding

Contents	Quantity or function
Edge	<p>Specifies the physical paper binding edge. Possible values are Left, Right, Top, Bottom.</p> <p>The default of 'Edge' is 'Left'.</p>

Contents	Quantity or function
Offset	Specifies how much the image, on both the front and the rear of the sheet, will move from the specified binding edge. The unit is in millimeters. The default of 'Offset' is 0 millimeters.

Media catalog

Contents	Quantity or function
Name	Specifies the name of media known by the printer (Océ VP2110 printer). The Media name has to be selected from the list that is retrieved from the printer.   <b>Note:</b> The 'Name' field is created using the media catalogue entries retrieved from the printer if a destination Queue has been selected (in the “Basic” tab). If no destination Queue has been selected, any string can be used for this field, no validation will be performed.
Properties	Lists the properties of the media like the color, weight, ....   <b>Note:</b> The 'Properties' field is only available in read mode.

Options

Contents	Quantity or function
Input tray	Specifies the input tray from which the paper must be fed. The default of 'Input tray' is empty.
Staple	Specifies whether or not the printed job must be stapled. If multiple collated copies are requested, each copy is stapled. The default of 'Staple' is 'No'.
Output bin	Specifies the output bin for the printed job. The default of 'Output bin' is empty.
Jogging	Select the offset stacking on the printer.



Options

Contents	Quantity or function
Resolution	Specifies the resolution in which the print job has to be printed. The default of 'Resolution' is empty.

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## The Processing tab


### The processing tab

Parameter	Description
<b>Data processing</b>	
Available	<p>All the available processing items are shown here</p> <p> <b>Note:</b> Use the '&gt;&gt;&gt;' button to add not used processing items to the 'Used' section.</p>
Used	<p>All the processing items used for the selected Job template are shown here.</p> <p> <b>Note:</b> Use the '&lt;&lt;&lt;' button to remove used processing from the 'Used' section</p>
<b>Parameters</b>	<p>The parameters are displayed in read mode for each selected 'Data processing' item from the 'Used' pane.</p>

# The Advanced tab

## The Advanced tab

Component	Functional name
Print mode	
Raw	Raw mode controls the rendering of the document. When set, data is given 'as is' to the output device without any translation of Job ticket attributes into device specific commands.
Mailbox	<p>Mailbox can only be selected for devices that support Mailbox. The mailbox recipient can be specified here.</p> <p> <b>Note:</b> If no mailbox lookup table is specified or if the resolution returns empty, the mailbox recipient name remains unchanged.</p>
Security	You can specify a PIN code ('Security'). This password has to be confirmed on the printer when printing from the mailbox.
Printer settings	Select one of the available 'Printer settings' objects here.
Mailbox lookup	<p>Allows you to select a Mailbox lookup table. Mailbox resolution takes place at the end of the recognition process. The attribute can not be specified using the Job ticket editor.</p> <p>This table specifies which Mailbox will be used, based on the job's variables. You can also specify the password that will be used for the 'Security' setting.</p>
Job wrapping	
Header	The 'Header' allows you to select data that will be combined with the document.
Trailer	The 'Trailer' allows you to select data that will be added to the document.
Miscellaneous	

Component	Functional name
Project	<p>Project can be used to identify a project name used by the E-Form application. The project name can, for instance, identify a FormScape existing branch name.</p> <p>The browse button allows you to explore the file system and search for the source file of the project. Because the value of the field will be given as-is to the E-Form application, special attention is required if the type suffix of the file is not supported. In that case it should be erased from the field once browsing is completed.</p> <p>FormScape and Accelio data processing definitions are supporting this variable. New definitions have their identifier ended with '-2'.</p>
Printer	<p>Printer can be used to easily identify a Windows existing printer using the Browse button. The attribute is required for FormScape. It should only be used together with the FormScape_2 definition.</p>
Tray mapping	<p>Specifies whether tray mapping is allowed on the document. By default tray mapping is allowed.</p> <p>Tray mapping requires a tray mapping object to be defined. The object may be defined for a printer model (within the Administrator interface) or for a specific device (Console interface).</p> <div data-bbox="507 1011 551 1057">  </div> <p><b>Note:</b> When a device tray mapping object is available for both a device model and for a device, only the tray mapping defined for the device will be used.</p>
Formatter	<p>Formatter identifies the type of output for the ODDe e-Form application.</p>
Archive profile	<p>Allows you to select a profile that controls the export of jobs (for instance to an archive system).</p>
Account	<p>Identifies an account number.</p> <p>This identifier will be saved as a field of the record written in the accounting file at job completion.</p> <p>The field is only available to the Job template editor. It can also be initialized from the incoming Job ticket or during the recognition process.</p>

Component	Functional name
Class	Allows you to specify value that can be assigned as a job class attribute
Recipient	Identification of the recipient(s) of the printed document. This is a free string. The default of 'Recipient' is an empty string.
Content type	This option refers to the type of data. It usually refers to the PDL (Page Description Language) of the document. The attribute is mainly used for information purposes.
Group	Identifies a group of users. This attribute should be considered as a dedicated comment.
<b>PIF</b>	
PIF name	Since Form Merge is a Data Processing module, the associated variables can be specified here. Select the name of the PIF to use.
PIF variables	The PIF variables are available in a text box. Line feeds are translated into space characters by the editor. When the PIF variables are displayed, the instructions are displayed on separate lines.

## The Custom tab

### Introduction

The Océ PRISMA satellite for ERP Programmer interface can be used to add custom variables. Custom variables (attributes) will become available within the entire Océ PRISMA satellite for ERP environment.

### The Custom tab

Component	Functional name
Custom variables	<p><b>Insert a custom variable</b></p> <ul style="list-style-type: none"> <li>■ Click 'Insert' to insert a custom variable.</li> <li>■ Select one of the custom variables that were created using the Océ PRISMA satellite for ERP Programmer interface.</li> <li>■ Enter the value for that custom variable and click 'OK'.</li> </ul> <p><b>Remove a custom variable</b></p> <ul style="list-style-type: none"> <li>■ Select the custom variable that you want to remove.</li> <li>■ Click on 'Remove'.</li> </ul> <p><b>Modify a custom variable value</b></p> <ul style="list-style-type: none"> <li>■ Select the custom variable and click in the 'Value' cell. The 'Value' cell will change and can be edited.</li> <li>■ Change the value and press 'Enter'.</li> </ul>
Free variables	A set of 10 variables can be used as free Job ticket attributes. They can be initialized during the recognition process and remain accessible during the workflow of the job.

### InputPageRange

Page range printing can fail on some printers. You can solve this:

- Create a page range before the data is filtered
- Re-apply the filters

Define the custom variable 'InputPageRange'.

The value of InputPageRange defines the maximum number of lines per page, e.g. 64.

A page boundary is now detected when:

- a Form Feed character is detected, or
- when the number of lines per page is reached.

You can define the custom variable in the job template. In this way, you create a general behavior of page range printing for all printers.



Or you can define the custom variable in the job ticket of the job that needs to be reprinted.



## The Fax/Mail tab

### The Fax/Mail tab

The 'Fax/Mail' tab has the following parameters:

The Fax/Mail tab

Parameter	Description
<b>Mail</b>	
Mail to	Define the Email address of the recipient(s).
From	Define the Email address of the sender.
Cc	Define the Email address of the recipient(s).
Bcc	Define the Email address of the recipient(s).
Reply to	Specify the Email address to use when the recipient replies to the Email message.  <div>  <b>Note:</b>            This Email address can differ from the address specified in the 'From' field.         </div>
Subject	The subject of the Email message.
Profile name	Use the drop-down box to select one of the available Email profiles.
Lookup	Allows you to select a Mail lookup table. The lookup table allows you to link a name to an Email address. The address resolution is ignored if no lookup table is specified. The job is forced in 'SUSPEND' state when the address resolution fails.  <div>  <b>Note:</b>            For more information about lookup tables, please refer to the Océ PRISMA satellite for ERP Technical Reference Manual.         </div>
<b>Fax</b>	
Fax to name	Specify the recipient name
Fax to number	Specify the recipient fax number. This number will be used to send the fax to.

Parameter	Description
From	Specify the user ID of the sender. This user ID has to be a valid ID on the 'RightFax' fax server.
Profile name	<p>Use the drop-down box to select one of the available fax profiles.</p> <p> <b>Note:</b> Fax settings can be composed during the recognition phase or by using a fax profile. Fax profiles allow you to use the settings from the profile for the specific job.</p>
Lookup	<p>Allows you to select a Fax lookup table The lookup table allows you to link a name to an Fax number. The address resolution is ignored if no lookup table is specified. The job is forced in 'SUSPEND' state when the address resolution fails.</p> <p> <b>Note:</b> For more information about lookup tables, please refer to the Océ PRISMA satellite for ERP Technical Reference Manual.</p>

## The Overview tab

### The overview tab

The 'Overview' tab gives you an overview of print job attributes and their assigned values which are not visible in the other tabs. The attributes are shown with a leading character that reflects the status of the attribute:

'-', the attribute is read-only

'+', the attribute can be written. Click the object to open the attribute field for modification.

Double-click the objects in the tree to expand or close the tree.

### Tracing (Job ticket only)

The Overview tab also contains the 'Job Processing Trace ...' button.

When you click this button, a separate window will appear that contains all steps processed by the job so far. This window is in 'read' mode and is not updated while opened.

The 'Job processing trace' consists of a sequence of records that contain a time stamp and a text identifying the step. It also contains the resources or results related to the step.



# **Chapter 5**

## **The Job Store**

# The Job store pane

## Introduction

Jobs can be automatically processed without operator intervention, or they can automatically be put into job storage, waiting for the operator to define the processing. The Job store gives you access to your jobs as in a file manager.

To access the Job store, click the 'Show Job store' button in the toolbar.

## The Job Store

The job store contains 'Volumes' and 'Folders'.

Job store items

Component	Functional name
Volume	The volume specifies a location on a hard disk where print jobs and folders can be stored.
Folder	Folders are part of a volume and allow you to group print jobs. Double-click the volume to view the available folders.
Incoming Jobs	Shows all jobs currently in processing mode in the input queues connected to the Job store but not stored yet. Jobs that can not be processed, due to an error, are displayed with a special icon. The layout of the columns is similar to the Queued Jobs pane used for output queues. Additional columns are available that specify the name of the input queue, the destination volume and folder defined for that queue. This allows you to sort jobs by input queue or by destination in the Job store.
Job store	Shows the jobs stored in the folder currently selected in the Job Store pane. When you select a volume in the Job store pane, the Stored jobs pane is empty. The columns of this pane are similar to the other print job panes, with no ranking information. An additional column specifies the job name of the stored job.

The Job Store pane shows the:

- Job store volumes and folders
- Incoming jobs with corresponding job status
- Stored jobs
- Output queues
- Indication on the device status through the Queue icons

- Currently printing and waiting jobs in the Schedule pane.

**Note:**

A Volume contains (sub)folders with jobs. These folders are only visible if they are controlled by a Process manager.

When a print job has an error before entering the Job Store, the Incoming Jobs icon will change.

When a device has an error, the corresponding queue icon also changes. A notification window appears.

## Print jobs from the Job store

### Introduction

When you print stored jobs from the Job store, the print jobs will be sent to Océ PRISMA satellite for ERP queues. The print job information (optional) and printing instructions (for example originator host and username) are used to create new print jobs in Océ PRISMA satellite for ERP queues. What happens with these print jobs depends on the output device that is connected to that queue.

You can print individual jobs within a folder and also complete folders using the printing instructions defined by the Administrator.

Jobs created from stored jobs can be handled like any other print jobs. You can print the jobs using default printing instructions. Those settings can also be overwritten using the 'Print with options...' feature.

### Print jobs from the Job store

1. Select the job(s) in the Job store folder.
2. Click 'Print' from the 'Job' menu.

The selected job(s) will be sent to the connected output device.




**Note:**

This option is available if printing instructions are attached to the (parent) folder.

# Print with options

## Introduction

The 'Print with options... ' option allows you to specify additional print options before printing the job.

Toolbar button: 


## Print with options

1. Select the print job(s) from the Job Store.
2. Click 'Print with options... ' from the 'Job Store' menu.
3. The 'Job ticket editor' dialog appears, allowing you to specify additional options for the print job(s).
4. Specify the options and click 'OK'.
5. The job(s) are sent to the selected Queue specified in the options

## Printing a Job Store Folder

### Introduction

You can print individual jobs within a folder and also complete folders using the printing instructions defined by the Administrator.

Toolbar button: 

### Printing a Job Store Folder

1. Select the Job store folder.
2. Click 'Print' from the 'Job Store' menu.


The print jobs within the selected Job store folder will be sent to the connected output device.

---

## Print a Job store folder with options

### Introduction

You can print individual jobs within a folder and also complete folders using the printing instructions defined by the Administrator. The 'Print with options...' option allows you to specify additional print options before printing the jobs from the Job store folder.

Toolbar button: 

### Print a Job store folder with options

1. Select the Job store folder.
2. Click 'Print with options...' from the 'Job Store' menu.  
The 'Job ticket editor' dialog appears, allowing you to specify additional options for the print jobs.
3. Specify the options and click 'OK'.  
The print jobs within the selected Job store folder will be send to the selected queue.




**Note:**

Another way to print with option is to drag and drop a folder to the destination queue. The option dialog box will appear with the queue name filled in.

## View jobs from a job store folder

### Introduction

You can view jobs from the job store folder.

Toolbar button: 


### View jobs from a Job store folder

1. Select the print job that you want to view in the Job store folder.
2. Click 'Properties' from the Menu bar or select 'Properties' from the contextual menu.

## Delete print jobs from a Job store folder

### Introduction

You can handle print jobs in Job store folders like any other print job, so you can delete print jobs from the Job store folder.

Toolbar button: 

### Delete print jobs from a Job store folder

1. Select the print job(s) you want to delete in the Job store folder.
2. Click 'Delete' from the 'Job' menu.  
The selected job(s) will be deleted from the Job store folder.

# Renaming a Job Store Folder

## Introduction

The 'Rename' option allows you to change the name of a Job store folder.

## Rename a Job store folder

1. Select the folder from the Job store volume that you want to rename in the Job store pane.
2. Click 'Rename folder' from the 'Job Store' menu.
3. Change the Job store folder name and press 'Enter'.

# Creating a New Job Store Folder

## Introduction

The 'New folder' option allows you to create new Job store folders.

Toolbar button: .

## Create a new Job store folder

1. Select the 'Volume'.
2. Click 'New folder' from the 'Job Store' menu.
3. Enter the Job store folder name and press 'Enter'.  
The new Job store folder is added within the selected 'Volume'.


## Create a new Job store sub-folder

1. Select the Job store folder.
2. Click 'New folder' from the 'Job Store' menu.
3. Enter the Job store folder name and press 'Enter'.  
The new Job store folder is added within the selected folder.

## Delete a Job store folder

### Introduction

The 'Delete' option from the 'Job Store' menu allows you to delete a Job store folder.

Toolbar button: 



**Note:**

When you want to delete a Job store folder that contains print jobs, you will have to confirm the delete action. Job store folders with Printing instructions or Storing rules can not be deleted.

### Delete a Job store folder

1. Select the Job store folder you want to delete
2. Click 'Delete' from the 'Job Store' menu.  
The selected Job store folder will be deleted.

# Move a Job store folder

## Introduction

You can use the drag-and-drop mechanism to move Job store folders.

## Move a Job store folder

1. Select the Job store folder you want to move.
2. Drag-and-drop the selected Job store folder to the new position.  
The selected Job store folder will be moved.

## Move print jobs between Job store folders

### Introduction

You can use the drag-and-drop mechanism to move print jobs between Job store folders.

### Move print jobs between Job store folders

1. Select the print jobs you want to move.
2. Drag-and-drop the print jobs to the new Job store folder.  
The print jobs will be placed in the new Job store folder.

# Redirect print jobs

## Introduction

Print jobs in the 'Incoming jobs' can be redirected to a Queue manually.

## Redirect print jobs

1. Select the print job(s) you want to redirect in the 'Incoming jobs' pane.
2. Click 'Redirect' from the 'Job' menu.  
The 'Redirect job' dialog appears.
3. Select the Queue you want to move the print job(s) to and click 'Select'.  
The selected print job(s) will be redirected to the selected Queue.

## Volume properties

The volume properties dialog shows the:

- Name
- Host
- Path
- Free disk space
- Total disk space

# Folder Properties

## Introduction

All folder properties are read only.

The general tab of the folder properties dialog shows the:

- Name
- Volume
- Path
- Number of jobs in the folder
- Number of jobs in folder and sub-folders

The Printing instructions tab of the properties dialog shows:

- If stored jobs should be deleted after submission.
- The sorting order
- If reverse is selected.
- If job bundling is selected
- A comment field

The Storing rules tab of the properties dialog shows:

- If jobs are stored in folders
- If jobs are stored in sub-folders
- What Queues are used
- A comment field



# **Chapter 6**

## **Additional information**

# Job States

A print job has different states in its life within Océ PRISMA satellite for ERP. The job state depends the phase where the job resides. The following overview describes the possible job states.

Possible job states

State	Description
RECOGNITION	The job is under control of a recognition module. This is usually the first state a job may receive when the job enters Océ PRISMA satellite for ERP. The state 'RECOGNITION' will not be assigned to a job if both the input channel and the queue have no SIF attached.
DATA_PROCESSING	The job is under control of a document processing module.
SUSPEND	The job is interrupted manually. To print, the job state must be changed to 'WAIT' or 'TOP' manually.
WAIT	The job is ready to print and wait for the target device to become available.
TOP	The job is the first job in the queue.
ACTIVE	The job and the target device are ready to print.
SCHEDULED	The job attribute 'Wait for activation' is set. A manual confirmation is required to start the print job to print.
FILE-TRANSFER	The files needed for the print job must be local on the host before the print job can be sent to the device. A job gets the state 'FILE_TRANSFER' during the transfer of the job data.
INTERRUPTED	The target device of the print job in was stopped while the print job was in process.
TERMINATED	The print job is complete.
DEVICE_ERROR	The target device of the print job is in error. The state is displayed with a complementary error message.
SENT	The document has been transferred to the device. Printing is still in progress. This state is only supported for devices that are able to acknowledge the rendering of the document

# Glossary

## Introduction

This topic defines many Océ PRISMA satellite for ERP related terms.

## Accelio

An application for electronic forms and advanced job processing.

## ART

(Association Rules Table) A set of rules that select the default job template based on the attributes of the print job.

## Administrator

The user who maintains and configures the system.

## BSD

(Berkeley Software Distribution) Identifies the standard lpr print protocol based on the BSD Unix Operating System.

## Console

The user interface of Océ PRISMA satellite for ERP which continuously displays the status of the jobs and queues.

## Content type

Identifies the data type of a print job. For example, PostScript.

## Data flow process

Process within the job cycle that transforms and controls the data flow.

## Delete

To remove an object or to remove a job from the configuration.

### Device

A logical unit that refers to a physical peripheral.

### DNS

(Domain Naming System) Software that locates computers by domain name. The DNS server maintains a database of domain names (host names).

### Document Designer

An application for electronic forms and advanced job processing.

### Domain

A subnetwork comprised of a group of clients and servers under the control of one security database.

### E-Form

A document with a standardized layout that is merged as an overlay or underlay with the print job data.

### Editor

Software used to create and edit files that contain only text. For example, a batch file.

### Filter

A process that changes data, such as a conversion routine that changes one data, text or graphics format into another.

### Form

An object that prevents Océ PRISMA satellite for ERP sending a job to the printer that requires a resource that is not available in the printer.

### FormScape

An application for electronic forms and advanced job processing.

**Host**

A computer system that provides services to other computer systems.

**Input Channel**

The connection point where jobs enter the system.

**Input processing**

Processing applied on arrival of data and before the recognition phase.

**Job template**

A default job ticket.

**Job ticket**

A job ticket contains the process and print instructions for the associated data file.

**Legacy**

Identifies the print jobs from a mainframe or Unix environment.

**Office Input Channel**

Identifies the print jobs from a Windows environment.

**Output bin**

A tray where printed sheets are collected.

**PCL**

(Printer Control Language) The command language for the HP printers.

**PJL**

(Printer Job Language) The job control language for the HP Printers.

## **PostScript**

The page description language from Adobe.

## **Print job**

The association of the data file to be printed and a job ticket.

## **Printer setting**

An object that allows you to insert printer instructions in the data stream while sending data to the printer.

## **Priority**

Job attribute that influences the job scheduling.

## **Process Manager**

The user who controls the jobs within a set of queues.

## **Programmer**

The user who maintains and programs the system.

## **Queue**

A collection of print jobs that wait to be processed.

## **Realm**

A group of servers under the control of one security database.

## **Recognition**

Process that identifies the attributes of a print job.

## **Redirect**

Process that diverts data from its normal destination to another destination.

**SAP**

Enterprise Resources Planning (ERP ) application from the German company SAP.

**Scheduling policy**

A method used to schedule jobs for execution.

**SIF**

(Separator Instruction File) A recognition program that scans the data stream on programmed search criteria. The SIF can split up the data stream into smaller parts and adds job attributes to the job ticket.

**SNMP**

(Simple Network Management Protocol) A widely-used network monitor and control protocol.

**Suspend**

To pause a print job.

**Top**

Assigns the highest priority to a job and places the job as the first job in the queue.

**TRF**

(Translation Filter) A process that changes the format of incoming data, for example EBCDIC to ASCII.

**Viewer**

A program that displays the contents of a file.



# **Chapter 7**

## **Hidden**

## The PCL viewer window

### Introduction

The PCL viewer application, enables you to check the contents and layout of the print job. For help with the viewer refer to the online help of the viewer.



**Note:**

In cases where a Windows printer is available, it is possible to print from the viewer. However, we recommend that you print your jobs via the Console interface of Océ PRISMA satellite for ERP.

### Job Ticket

To change the properties of the job from the 'Viewer' window, click 'Job Ticket'.

---

## The Schedule Pane tab

### Introduction

On this tab you can change the colors of the 'Schedule Pane':

- Background
- Printing Jobs
- Waiting Jobs
- Holding Jobs.

### To change the colors

1. Clear 'Use default'.
2. Click the color option you want to change.
3. The 'Color' sheet opens.
4. Click the color you want to apply,  
or, click 'Define Custom Colors' to create your own color.
5. Click 'OK'. The 'Color' sheet closes.
6. Click 'OK' or click 'Apply'.

## The Device Colors tab

### Introduction

On this tab you can change the colors of the device:

- Error messages
- Warning messages.

### The Device Colors tab

1. Clear 'Use default'.
2. Click the color option you want to change.
3. The 'Color' sheet opens.
4. Click the color you want to apply,  
or, click 'Define Custom Colors' to create your own color.
5. Click 'OK'. The 'Color' sheet closes.
6. Click 'OK' or click 'Apply'.

---

# The Window Background tab

## Introduction

On this tab you can change the background color of all panes in the 'Console' interface.

## Change the background color

1. Click 'Default color' or 'Default bitmap' to apply a default scheme.  
Or
2. Click 'Bitmap file' to apply your own bitmap.

## Adjust Date/Time

Use 'Adjust Date/Time' to access the Windows 2000 date and time setting.

For more information on the date and time setting, refer to the Windows 2000 online help.

# Error message

## Introduction

The error information window opens when an error or warning occurred. The message informs you on the nature of the problem. The window stays on top of the desktop until you close it.

## Error message

1. Click 'OK'.


Information for Océ Service


If you cannot solve the problem yourself, and you call Océ Service, keep the following information at hand:



- your company name and your own name
- your Océ account number
- the version number of Océ PRISMA satellite for ERP
- the nature of the error that occurred
- the exact warning or error message, including the error number (if any).

# Printing instructions

The printing instructions tab allows you to view the following settings:

Component	Functional name
Delete stored jobs after submission	Allows the Océ PRISMAsatellite for ERP Administrator to specify if the print job must be removed from the Job Store after the job was submitted successfully to the output queue (not after it was printed).
Sort by	<p>The Océ PRISMAsatellite for ERP Administrator can define the order in which the jobs within a folder are submitted to an output queue. Available criteria are</p> <ul style="list-style-type: none"><li>■ Job Name (alphabetical order of job name)</li><li>■ Store Time (the time the job was stored).</li></ul> <p>If the folder contains sub-folders, the jobs are submitted in the specified order within each sub-folder. There is no sorting across sub-folders. The sub-folders are always processed in their alphabetical order of name.</p> <p> <b>Note:</b> By default, no sorting will be used.</p>
Include subfolders	<p>Select this option if you want to include subfolders.</p> <p>If the folder contains sub-folders, the jobs are submitted in the specified order within each sub-folder. There is no sorting across sub-folders. The sub-folders are always processed in their alphabetical order of name.</p>
Reverse	The Océ PRISMAsatellite for ERP Administrator can specify to submit jobs in the reverse order as specified in the 'Sort by' section.

Component	Functional name
Job bundling	<p>Allows you to bundle a set of jobs so that they are printed as a single job. A bundled job appears as a single job in the print queue.</p> <p>When several jobs are bundled, the job ticket attributes are read exclusively in the Job template associated to these 'Printing instructions'.</p> <p>The Job template attributes apply to the whole bundle, so jobs are first bundled before using the Job template.</p> <p>The header page contains, if defined, the job name of the bundle and the job title.</p> <p>Jobs can be bundled following different rules</p> <ul style="list-style-type: none"><li>■ By folder All jobs of each (sub-)folder are merged. One bundle per sub-folder is therefore submitted, plus one bundle for jobs in the root folder (the folder to which these Printing instructions are attached). If a folder contains no job, no bundle is created. The job name of the bundle contains the (sub-)folder name. A job title can also be specified in the Job template. This job title is the same for all generated bundles.</li><li>■ Across folders All jobs in the root folder and sub-folders are merged together. One bundle is submitted for all jobs. The job name of the bundle contains the name of the root folder. A job title can also be specified in the Job template. Note that sorting is always done on a 'per folder' basis.</li></ul> <p> <b>Note:</b> Sorting always takes place before bundling, so jobs are first sorted within their (sub-)folder, and after that they are bundled.</p>
Maximum bundle size	Allows you to limit the size (in number of jobs) of each bundle.

Component	Functional name
<b>Job templates</b>	<p>You can select a Job template from the list of Job templates already available.</p> <p>If several Job templates are selected, printing the stored jobs will lead to the creation of several jobs in the queues, one for each Job template (multi-processing).</p> <p>When bundling and multi-processing are used together, first the jobs are bundled to build one or several new documents. After that several jobs are created for each bundled document (one job per processing).</p>
Use stored job ticket	<p>The 'Use stored job ticket' option allows you merge the ticket settings of the stored job with the selected Job template to produce the job ticket of the submitted job</p> <p> <b>Note:</b> If this option is set to 'No', the ticket attributes of the stored jobs are ignored when they are printed.</p>
<b>Processing</b>	<p>Several workflows can be referred to in order to allow multi processing. Several rule entries need to be defined for that purpose. The editing of rules is done in a separate window. The order of the rules can be tuned with the up and down buttons. Rules can also be deleted with the delete button.</p> <p> <b>Note:</b> A Job template is mandatory while a Queue name is optional. The selection of Queue makes the Job template focus on workflow only.</p>
Static / dynamic	<p>Defining the workflow for a job is based on <b>Job templates</b>. The name of the Job template must refer to an existing Job template. To select a Job template from the list of defined ones, select the 'Static' option and select the Job template from the list using the '&gt;&gt;' button. \</p> <p>To select a Job template based on a value of a Job ticket attribute, select 'Dynamic' and enter the name of the job attribute or select it from the list.</p>

Component	Functional name
Target Queue	<p>The name of the <b>target Queue</b> can be selected in a similar way. Static selection allows you to select from the list while dynamic allows you to identify the name of the Queue from the value of a Job ticket attribute.</p> <p>The '&gt;&gt;' button is used to select a Queue whatever is selected 'Static' or 'Dynamic'.</p>
Jobstore	<p>Selecting the 'Jobstore' check-box will limit the list of Queues displayed to the Queues feeding the job store.</p>
Comment	<p>The comments specified by the Océ PRISMA satellite for ERP Administrator are displayed here.</p>

## Storing rules

The storing rules tab allows you to view the following settings:

Component	Functional name
Stored in folder	Indicates that the print jobs are stored in the selected folder
Sorted in sub-folders	Indicates whether print jobs are sorted in sub-folders of the selected folder
Replace existing jobs	When a job is stored in a folder, you may want it to replace the job(s) with the same name stored in the same folder. So if you just want to save the latest version of a job select the 'Replace existing jobs' option.
Queues	Indicates the Queue(s) connected to the selected folder.
Comment	The comments specified by the Océ PRISMA satellite for ERP Administrator are displayed here.

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